STANDARD 5

Standard 5A-B Annual Safety Inspection and Recommendations Taken – KY Tech

Education and Workforce Development Cabinet Area T

Facility	Central Area Technology Center
State Owned	No
Address	500 Mero Street, Frankfort, KY
Phone Number	502-564-4286
Date of Inspection	May 26, 2010
ATC Principal	Hal Carter
Area Supervisor	John Marks
Type of Inspection	Annual Full Scale
Due Date for Response	30 days from date of report. Respond by return e-mail. Use the Corrective Actions with Dates columns and forward report to Safety Coordinator.
Progress Reports	For those issues that require more than 30 days to complete.

#	Administrative and Program Areas	#	
1.0	Fire and Electrical Hazards XX	17.0	CADD Technology
2.0	Administration and Management XX	18.0	Culinary Technology
3.0	Maintenance Room and/or Closet XX	19.0	Diesel Repair Technology
4.0	Mechanical Room XX	20.0	Drafting Technology
5.0	Storage of Cleaning Chemicals XX	21.0	Electrical Technology XX
6.0	First Aid Kits XX	22.0	Health Sciences XX
7.0	Safety Documentation for Equipment XX	23.0	Horticulture Technology
8.0	Fork Lift Inspection Form XX	24.0	HVAC Technology
9.0	Lockout/Tagout Program Exemption Checklist XX	25.0	Industrial Maintenance Technology XX
10.0	Accounting/Business/Financial/Office Technologies	26.0	Information Technology
11.0	Air Conditioning Technology	27.0	Machine Tool Technology XX
12.0	Auto Body Repair Technology	28.0	Marketing Technology
13.0	Automotive Repair Technology XX	29.0	Masonry Technology
13.0.1	Auto Lifts	30.0	Metal Fabrication Technology
13.0.2	Used Oil Containers	31.0	Multimedia Technology
14.0	Building and Apartment Maintenance Technology	32.0	Radio and Television Technology
15.0	Carpentry Technology XX	33.0	Welding Technology XX
16.0	Cosmetology Technology	33.0.1	Welding Technology-Cylinder Outdoor Storage XX
		34.0	Wood Manufacturing Technology

Distribution: ATC Principal
OCTE Deputy Executive Director
OCTE Area Supervisor
ATC File in Safety Section

1.0-Fire and Electrical Hazards

Location in Building	Hazard	Issues/Observations/Comments	Corrective Actions with Dates
All program areas with flammable and combustible liquids.	Only approved containers used for storing flammable or combustible liquids. 29 CFR 1910.106(d)(2)(i)	Storage Room has cans of paint outside an approved flammable cabinet.	All oil-based paint has been moved to a detached storage building outside of the school.
All program areas with flammable and combustible liquids.	Cabinets labeled in conspicuous lettering concerning being flammable and to keep fire away 29 CFR 1910.106(d)(2)(i)	None observed during the inspection.	
All program areas with flammable and combustible liquids.	Flammable and combustible liquids shall be kept in flammable liquid storage cabinets in cutoff rooms or in detached buildings. 29 CFR 1910.106(e)(9)(i)	None observed during the inspection.	
All program areas with paint storage.	Flammable and combustible liquids shall be kept in flammable liquid storage cabinets, in cutoff rooms or in detached buildings. 29 CFR 1910.106(e)(9)(i) Flammable or combustible paints, oils, varnishes, and similar mixture used for painting or maintenance may be kept outside approved storage containers not in excess of 30 days. 29 CFR 1910.106(d)(1)(iii)(c)	In the Mechanical Room, there is a can of paint on a TV stand. Carpentry Technology Program is using an old refrigerator to store flammable paint, not an approved flammable cabinet.	The can of paint was removed and put in the outside storage building. All oil-based paint was removed and taken to the detached storage building outside of the school.
Facility Wide-Displaced and missing ceiling tiles.	Protection devices and safeguards designed to protect employees during an emergency must be in proper working order at all times. **This includes displaced and missing ceiling tiles**; negatively affects the integrity of the fire safety equipment and impacts the spread of fire and smoke. Replace damaged or missing tiles and repair dislodged tiles. 29 CFR 1910.37(a)(4)	End of hallway and in vending machine room-One displaced ceiling tile. Health Sciences-A ceiling tile had a large gap. Store Room 11-A ceiling tile has a hole, one is displaced, and several tiles have gaps around pipes. Health Sciences-Behind instructor's desk is a ceiling tile with a gap around an electrical conduit. Electricity Technology-Several ceiling tiles have gaps.	Have reported the issues with all the ceiling tiles to the local board for repair.
Facility Wide-Holes in walls and ceilings.	Protection devices and safeguards designed to protect employees during an emergency must be in proper working order at all times. **This includes holes in ceilings and walls**; negatively affects the integrity of the fire safety equipment and impacts the spread of fire and smoke. Repair damaged walls and ceilings. 29 CFR 1910.37(a)(4)	Hallway, outside Health Sciences-Two ceiling tiles have holes. End of hallway and in vending machine room-One broken ceiling tile. Electricity Technology-In front of the rear door are two ceiling tiles with holes. Other ceiling tiles have holes.	Have reported the issues with all the ceiling tiles to the local board for maintenance to repair.
Facility Wide-Fire Protection Systems.	Protection devices and safeguards designed to protect employees during an emergency must be in proper working order at all times. **This includes fire extinguishers, sprinkler systems, exit signs, emergency lights, fire doors, alarm systems, etc.** Repair damaged or inoperable fire protection systems. 29 CFR 1910.37(a)(4)	Carpentry Technology-The rear emergency light did not respond when tested.	Have reported it to the local board for maintenance to repair.
Equipment Rooms-Storage in equipment rooms.	Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms. State Fire Code at NFPA 1: 10.19.5.1	In the Mechanical Room, there are to be no flammable items outside the required 36 inches of clearance.	All flammable items have been removed from the mechanical room and stored in the detached outside storage building.

Facility Wide-Fire Extinguisher Inspections (monthly).	Fire extinguishers are to be visually inspected monthly by staff with documentation. 29 CFR 1910.157(e)(2)	Inspection documentation is up to date and there is no apparent damage to the extinguishers.	
Facility Wide-Fire Extinguisher Maintenance (annual).	Fire extinguishers are to receive annual maintenance with documentation. 29 CFR 1910.157(e)(3)	Documentation is up to date.	
Facility Wide-Fire Extinguisher Maintenance (6 year and 12 year).	Fire extinguishers are to receive 6 and 12 year maintenance at the intervals listed in the OSHA Standards. 29 CFR 1910.157(f)(2) and Table L-1	Documentation is up to date.	
Building Wide	Dust and be highly flammable, explosive or conductive increasing the hazard of fire, explosion, ground faults and short circuits. 29 CFR 1910.303(b)(7)(iii) and NFPA 70E 400.8(c)	The breaker/panel boxes inspected had dust on the breakers and in the box. All boxes need to be cleaned.	All breaker boxes and panels have been cleaned.
Mechanical Room	Electrical panels may not be covered or blocked. A clear access area of 36 inches is required around all panels. Electrical panels are required to be in a location of easy access to turn off the power to a piece of equipment or area in the event of an emergency. 29 CFR 1910.303(g)(1)(i) and NFPA 70E 400.15	The switchboard does not have the required 36 inches of clearance. There are items within the required clearance.	All items have been removed to meet the required 36" of clearance.
Automotive Repair Technology	Electrical panels may not be covered or blocked. A clear access area of 36 inches is required around all panels. Electrical panels are required to be in a location of easy access to turn off the power to a piece of equipment or area in the event of an emergency. 29 CFR 1910.303(g)(1)(i) and NFPA 70E 400.15	The electrical disconnect box adjacent to the fire blanket does not have the required 36 inches of clearance.	Relocated work bench and moved fire blanket.
Administrative Area, Seating Area	Fixtures, lamp holders, lamps, rosettes, and receptacles may have no live parts normally exposed to contact. 29 CFR 1910.305(j)(1)(i)	The damaged wall under the front window results in exposed wires at the electrical outlet.	This has been reported to the local board for maintenance to repair.
Automotive Repair Technology	Emergency light is not to be in need of repair. Safeguards to protect individuals during an emergency must be in proper working order at all times. 29 CFR 1910.37(a)(4)	The rear emergency lights did not respond when tested.	Has been reported to the local board for maintenance to repair.
Automotive Repair Technology	Electrical cords and cables shall not have worn frayed or damaged areas that present an electrical hazard to employees. NFPA 70E 245.1	In the Tool Room, there is a yellow cord/light set. The cord where it attached to the light is damaged.	The cord/light set was discarded.
Automotive Repair Technology	Electrical equipment missing the third tip grounding prong shall be repaired. 29 CFR 1910.334(a)(3)(i) and (ii)	In the Tool Room, an orange extension cord has a missing grounding plug.	Replaced male end of the extension cord.
Automotive Repair Technology	Worn or frayed flexible electrical cords are not to be repaired with electrical tape. 29 CFR 1910.303(a)	The cord to the electrical clock is repaired with electrical tape and has paper on it.	Replaced clock.
Carpentry Technology	Dust and be highly flammable, explosive or conductive increasing the hazard of fire, explosion, ground faults and short circuits. 29 CFR 1910.303(b)(7)(iii) and NFPA 70E 400.8(c)	Breaker boxes contain wood dust and need to be cleaned.	All breaker boxes and panels have been cleaned.

Carpentry Technology	Flexible electrical cords and cables may not be used as a substitute for the fixed wiring of a structure. Flexible electrical cords and cables may not be used where concealed above suspended ceilings. Ballasts, transformers and electronic power supplies can be located above a suspended ceiling, but the equipment cannot be connected by flexible cords. 29 CFR 1910.305(g)(1)(iv)(A), 29 CFR 1910.305(g)(1)(iv)(E), NFPA 70E 420.7(c)(5), and NEC 400.8(2) and (5)	The overhead projection system is to hard wired to the electrical system, not powered by a power strip.	The overhead projection system has been reworked and rewired and is now powered by an power strip.
Industrial Maintenance Technology	Electrical panels may not be covered or blocked. A clear access area of 36 inches is required around all panels. Electrical panels are required to be in a location of easy access to turn off the power to a piece of equipment or area in the event of an emergency. 29 CFR 1910.303(g)(1)(i) and NFPA 70E 400.15	None of the electrical disconnects in the classroom or laboratory had the required 36 inches of clearance.	The classroom and lab have both been rearranged to meet the required 36" of clearance.
Machine Tool Technology	Exit door locks must be unlocked from the inside. 29 CFR 1910.36(d) and (d)(1)	The door with the exit sign and adjacent posted evacuation plan was locked from the inside.	The door will remain unlocked when school is in session.
Machine Tool Technology	Fixtures, lamp holders, lamps, rosettes, and receptacles may have no live parts normally exposed to contact. 29 CFR 1910.305(j)(1)(i)	The electrical outlet adjacent to the fire extinguisher has a damaged faceplate.	Face plate has been replaced.
Machine Tool Technology	Exit sign is not to be in need of repair. Safeguards to protect individuals during an emergency must be in proper working order at all times. 29 CFR 1910.37(a)(4)	The exit sign did not respond when tested; however, the emergency lights did respond.	Has been reported to the local board for maintenance to repair.
Welding Technology	Dust and be highly flammable, explosive or conductive increasing the hazard of fire, explosion, ground faults and short circuits. 29 CFR 1910.303(b)(7)(iii) and NFPA 70E 400.8(c)	Panel box LE needs to be cleaned; there is dust on the breakers and in the box.	All breaker boxes and panels in the building have been cleaned.

2.0-Administration and Management

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
2.1	**EAP Emergency Drills**	Emergency drills are to be conducted on a regular basis with documentation. 29 CFR 1910.38	Posted in the Principal's Office.	Drills were conducted, the record was not up to date. It has now been updated.
2.2	**EAP Emergency Floor Plans**	The facility's Emergency Action Plan is to include posted Emergency Floor Plans for evacuation. 29 CFR 1910.38(c)(2)	Posted in all program areas.	
2.3	**EAP Emergency Procedures**	Each facility is to have an Emergency Action Plan listing those steps taken in the event of an emergency. 29 CFR 1910.38(b)	Posted in all program areas.	
2.4	**Emergency Equipment Inspections**	An inspection of all facility emergency equipment is to be conducted monthly with documentation to verify that safeguards during an emergency are in proper working order. 29 CFR 1910.37(a)(4) and equipment specific OSHA Standards.	Proper documentation for exit signs, emergency lights, and emergency eye wash stations.	
2.5	**Employee Safety Training Records**	Documents training provided and employees who have completed the training. Various OSHA Standards.	Documentation was not reviewed during the inspection.	
2.6	**Fire Extinguisher Inspections (monthly)**	Fire extinguishers are to be visually inspected monthly by facility staff with documentation. 29 CFR 1910.157(e)(2)	Documentation was up to date and there was not evidence of damage to the extinguishers.	
2.7	**Fork Lift Inspection**	Fork lifts shall be inspected before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such inspection shall be conducted daily. 29 CFR 1910.178(q)(7)	The attached inspection report is to be completed.	Inspection completed and attached.
2.8	**Material Safety Data Sheets**	Each facility must maintain a complete and accurate MSDS for each hazardous chemical used and/or stored. 29 CFR 1910.1200(g)(1)	Documentation was not reviewed during the inspection.	
2.9	**OSHA Form 300**	Records employees' occupational injuries and illness. 9 CFR 1910.1904	Documentation was not reviewed during the inspection.	
2.10	**OSHA Form 300A**	Summarizes and provides statistics of the previous year's occupational injuries and illness. Completed no late than January 31 for the previous calendar year and posted February 1-April 30. 29 CFR 1910.1904	Posted.	
2.11	**OSHA Poster**	Posted in a conspicuous place or places where notices to employees are customarily posted. 29 CFR 1903 .2(a)(1)	Posted.	

2.12 Other Administration and Management

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
2.12.1				
2.12.2				
2.12.3				

3.0-Maintenance Room and/or Closet

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
3.1	**EAP Emergency Floor Plans**	Posted Emergency Floor Plans for evacuation. 29 CFR 1910.38(c)(2)	Not applicable.	
3.2	**EAP Emergency Procedures**	A listing those steps taken in the event of an emergency. 9 CFR 1910.38(b)	Not applicable.	
3.3	**Fire Extinguisher Monthly Inspections**	Fire extinguishers are to be visually inspected monthly by facility staff with documentation. 29 CFR 1910.157(e)(2)	Not applicable.	
3.4	**Material Safety Data Sheets**	A complete and accurate MSDS for each hazardous chemical used and/or stored in the room or closet. 29 CFR 1910.1200(g)(1)	Documentation was not reviewed during the inspection.	

3.5 Other Maintenance Room and/or Closet

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
3.5.1	**Hot Water Heater**		There is not the required 36 inches of clearance around the heater.	Items have been cleared out and removed to have the 36" of clearance around the water heater.
3.5.2				
3.5.3				
3.5.4				

4.0-Mechanical Room

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
4.1	**Boiler Inspection Sticker and Certificate**	Sticker on the boiler indicating the most recent inspection. Kentucky State Boiler Code.	Yes, dated July 10, 2008	
4.2	**EAP Emergency Floor Plans**	Posted Emergency Floor Plans for evacuation. 29 CFR 1910.38(c)(2)	Posted.	
4.3	**Fire Extinguisher Monthly Inspections**	Fire extinguishers are to be visually inspected monthly by facility staff with documentation. 29 CFR 1910.157(e)(2)	Documentation was up to date and there was not evidence of damage.	

4.4 Other Mechanical Room

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
4.4.1	**Fluorescent Bulbs**	New and used fluorescent bulbs stored in designated. 29 CFR 1910.176(b) and U.S. EPA-Steps to Managing Your Universal Waste Lamps in an Environmentally Safe Manner	Boxes of new and used bulbs need to be secured to prevent the boxes from falling.	Secured light bulbs to prevent from falling.
4.4.2	**Fluorescent Bulbs**	New and used fluorescent bulbs stored in designated. 29 CFR 1910.176(b) and U.S. EPA-Steps to Managing Your Universal Waste Lamps in an Environmentally Safe Manner	Boxes of new and used bulbs need to have dividers to prevent breakage.	Secured light bulbs to prevent from falling.
4.4.3				

5.0-Storage of Cleaning Chemicals

#	Location	Criteria	Notes/Issues and Corrective Actions with Dates
5.1	Area	Locked or inaccessible to public.	Yes
5.2	Area	Away from food.	Yes
5.3	Area	Cool.	Yes
5.4	Area	Dry.	Yes
5.5	Area	No heat.	Yes
5.6	Area	No sunlight.	Yes
5.7	Arrangement	Chemicals can not contaminate surrounding areas.	Yes
5.8	Arrangement	Dry chemical chemicals physically separated from corrosive chemicals.	No corrosive materials observed during the inspection.
5.9	Arrangement	Incompatible materials away from each other in storage and use.	Yes
5.10	Arrangement	Flammable chemicals physically separated from other materials in storage.	Flammable paint is to be stored in an outside building or in an approved flammable cabinet.
5.11	Containers	Closed when not in use.	Yes
5.12	Containers	Non-leaking.	Yes
5.13	Containers	Original container.	Yes
5.14	Haz Com	MSDS for each chemical.	Documentation not reviewed during the inspection.
5.15	Labels	On each container.	Yes
5.16	Labels	Secondary container correctly labeled.	None observed during the inspection.
5.17	Shelves	Containers not on floor and shelves are sturdy.	Yes

5.18 Other Storage of Cleaning Chemicals

#	Location	Criteria	Notes/Issues and Corrective Actions with Dates
5.18.1			
5.18.2			
5.18.3			

6.0-First Aid Kits

Items in Kits	Reference	Program-Health Sciences	Program-Automotive Repair	Program-Carpentry	Program-Industrial Maintenance	Program-Machine Tool	Program-Welding
6.1 Antiseptic Wipes	ANSI 2308.1 and Red Cross	Yes	Yes	Yes	Needs to be resupplied. Restocked	Not inspected.	Yes
6.2 Adhesive Tape	ANSI 2308.1 and Red Cross	Yes	None	Yes	Yes	Not inspected	Yes
6.3 Band Aids-plastic, adhesive, various sizes	ANSI 2308.1 and Red Cross	Yes	Yes	Yes	Needs to be resupplied. Restocked	Not inspected	Yes
6.4 Burn Sprays-Not allowed in ATC kits	OCTE Policy	None observed.	None observed.	None observed.	None observed.	Not inspected	Yes REMOVED and discarded
6.5 Eye Protection	Red Cross	Yes	None observed. Safety glasses have been added to kit.	None observed. Safety glasses have been added to kit.	None observed. Safety glasses have been added to kit.	Not inspected	Not inspected
6.6 Gauze-absorbent gauze compress	ANSI 2308.1	Yes	Yes	Yes	Yes	Not inspected	Yes
6.7 Gauze-pads	ANSI 2308.1 and Red Cross	Yes	Yes	Yes	None observed. Restocked	Not inspected	Yes
6.8 Ice Packs-Not allowed in ATC kits	OCTE Policy	None observed.	None observed.	Yes REMOVED and discarded	None observed.	Not inspected	Not inspected
6.9 Materials to stop bleeding and cover wounded areas	Red Cross	Yes	Yes	Yes	Yes	Not inspected	Yes
6.10 Ointments-Not allowed in ATC kits	OCTE Policy	None observed.	None observed.	Yes REMOVED and discarded.	Yes REMOVED and discarded.	Not inspected	Not inspected
6.11 Oral Medicine-Not allowed in ATC kits	OCTE Policy	None observed.	None observed.	Yes REMOVED and discarded.	Yes REMOVED and discarded.	Not inspected	Not inspected
6.12 Pocket Face Masks and Breathing Barrier	Red Cross	Yes	None observed. Added to kit.	None observed. Added to kit.	None observed. Added to kit.	Not inspected	Yes
6.13 Rubber Gloves	ANSI 2308.1 and Red Cross	Yes	Yes	Yes	None observed. Added to kit.	Not inspected	Yes
6.14 Salves-Not allowed in ATC kits	OCTE Policy	None observed.	None observed.	None observed.	None observed.	Not inspected	Not inspected
6.15 Scissors	Red Cross	None observed. Added to kit.	None observed. Added to kit.	None observed. Added to kit.	Yes	Not inspected	Yes
6.16 Tweezers	Red Cross	None observed. Added to kit.	None observed. Added to kit.	None observed. Added to kit.	Yes	Not inspected	Yes
6.17 Hydrogen Peroxide-Bottle Only	Not in specific standards	None observed.	Expired 2005. REMOVED and discarded.	None observed.	None observed.	Not inspected	Not inspected
	29 CFR	Yes	Yes	Kit was dusty	Kit was dusty	Not inspected	Yes

6.18 First Aid supplies are to be sanitary and readily available for use.	1910.37(f)(4)			in-side and out. Needs to be cleaned. Kit has been cleaned inside and out.	in-side and out. Needs to be cleaned. Kit has been cleaned inside and out.		
6.19 Bio-Hazard Kit	Bloodborne Pathogen Standard	Yes	None observed.	None observed.	None observed.	Not inspected	Not inspected

7.0-Safety Documentation for Equipment

#	Equipment Item and When Inspected	Issues/Observations/ Comments	Corrective Actions with Dates
7.1	**Air Compressors**-Safety valves at frequent and regular intervals with documentation.	Documentation not reviewed during the inspection.	
7.2	**Auto Lifts**-When used with documentation.	Documentation not reviewed during the inspection	
7.3	**Auto Lifts**-Periodic follows the recommendations of the manufacturers to frequency; at a minimum all inspections points must be checked at least annually.	Documentation not reviewed during the inspection	
7.4	**Auto Lifts**-Preventative maintenance in accordance with the recommendations of the lift manufacturer.	Documentation not reviewed during the inspection	
7.5	**Fork Lifts**-When used with documentation.	Documentation not reviewed during the inspection	
7.6	**Hand and Portable Power Tools**-Before each use, documentation not required.	Documentation not reviewed during the inspection	
7.7	**Hoist, Hooks**-Monthly with documentation.	Documentation not reviewed during the inspection	
7.8	**Hoist, Chains**-Monthly with documentation.	Documentation not reviewed during the inspection	
7.9	**Hoist, Mechanism and Track System**-Monthly (visual) when the crane/hoist is use on a daily or weekly basis.	Documentation not reviewed during the inspection	
7.10	**Hoist, Mechanism and Track System**-Annual, preventative maintenance.	Documentation not reviewed during the inspection	
7.11	**Industrial Equipment**-Annual at beginning of the school year. Instructors may conduct inspections must be frequent. Instructors may conduct inspections may conduct inspections more frequent and Principals may require additional inspections.	Documentation not reviewed during the inspection	
	Band saws		
	Cement making machinery		
	Chainsaws		
	Compressors		
	Cutting machines, machine tools		
	Drill press		
	Drilling machine tools, metal cutting		
	Grinders, floor and bench		
	Industrial maintenance machinery		
	Joiners		
	Lathes, metal working		
	Lathes, work working		
	Machine tools		
	Man lifts		
	Metalworking machinery		
	Paint spray equipment		
	Printing trades equipment		
	Sanding machines		
	Saws, power, bench and table		
	Welding machinery		
	Woodworking machinery		
7.12	**Jacks**-Constant or intermittent use: every 6 months	Documentation not reviewed during the inspection	
7.13	**Ladders**-Monthly, documentation not required.	Documentation not reviewed during the inspection	

7.14	PPE-(glasses, footwear, helmets, gloves)-Monthly, documentation not required.	Documentation not reviewed during the inspection	
7.15	**Welding Equipment**-Annual at beginning of the school year. Instructors may conduct inspections more frequent and Principals may require additional inspections.	Documentation not reviewed during the inspection	

7.16 Other Safety Documentation for Equipment

#	Equipment Item and When Inspected	Issues/Observations/ Comments	Corrective Actions with Dates
7.16.1			
7.16.2			
7.16.3			

Required 29 CFR 1910.178(q)(7)

Facility: Lake Cumberland Area Technology Center

Date: 06/23/2010

Lift Name: Caterpillar

Serial Number: 79MI904

Item	Yes	No	Notes
Battery Cleanliness	X		
Battery Water Level	X		
Brake Pedal	X		Brakes need to be adjusted. Will have auto teacher adjust.
Data Plate and Decals	X		
Engine Oil Level	X		
Fire Extinguisher	X		
Forks	X		
Hoist Mechanism (mast chains)	X		
Horn	X		
Neutral Start Feature		X	
Parking Brake	X		
Radiator and Coolant	X		
Safety Equipment	X		
Seat Belt		X	
Steering Mechanism	X		
Visual Inspection	X		

9.0-Lockout/Tagout Program Exemption Checklist

Application

Service and maintenance of machines and equipment in which the unexpected or start up of the machines or equipment, or release of stored energy could cause injury to employees.

Standard does not apply to work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

All facilities must develop, document, and use specific procedures to control potential hazardous energy when employees are servicing equipment or machinery.

There is no need to document the required procedure for a particular machine or equipment when all the following elements exist.

	Automotive	Carpentry	Industrial Maint.	Welding
The machinery or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down, which could endanger employees.	Yes			
The machinery or equipment has a single energy source which can be readily identified and isolated.	Yes	Yes	Yes	Yes
The isolation and locking out of the energy source will completely de-energize and deactivate the machinery or equipment	Yes	Yes	Yes	Yes
The machinery or equipment is isolated from the energy source and locked out during service or maintenance.	Yes	Yes	Yes	Yes
The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance.	Yes	Yes	Yes	Yes
The servicing or maintenance does not create hazards for other employees.	Yes	Yes	Yes	Yes
The employer has had no accidents involving the unexpected activation or re-energization of machines during servicing or maintenance.	None reported.	None reported.	None reported.	None reported.

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
13.1	**EAP Emergency Procedures**	Each facility is to have an Emergency Action Plan listing those steps taken in the event of an emergency. 29 CFR 1910.38(b)	Posted in classroom.	
13.2	**EAP Emergency Floor Plans**	The facility's Emergency Action Plan is to include posted Emergency Floor Plans for evacuation. 29 CFR 1910.38(c)(2)	Posted at laboratory exit door (front and rear) and classroom.	
13.3	**Emergency Eye Wash Station Weekly Inspections and Condition of Station**	Documents the required weekly inspection of emergency eyewash stations. 29 CFR 1910.37(a)(4)	Front Station-Documentation up to date, water level within standard of 4 inches. Rear Station-Documentation up to date; however, water pressure was not adequate to pop off the dust covers when tested.	Has been reported to the local board so maintenance can work on it.
13.4	**Equipment Inspections**	Documents the inspections, findings, corrective action of equipment and tools used in program areas. Various OSHA Standards.	Documentation was not reviewed during the inspection.	
13.5	**Fire Extinguisher Inspections (monthly)**	Fire extinguishers are to be visually inspected monthly by staff with documentation. 29 CFR 1910.157(e)(2)	Documentation is up to date and there was no evidence of damage.	
13.5	**Lockout/Tagout Procedures or Exemption**	Lockout/Tagout covers the servicing and maintenance of machines and equipment where the unexpected energizing, start-up or release of energy could cause injury to employees. Section 9.0 is used to document exemption to this Standard. 29 CFR 1910.147	Yes, see attached form.	
13.6	**Material Safety Data Sheets**	Each instructional program must maintain a complete and accurate MSDS for each hazardous chemical used and/or stored. 29 CFR 1910.1200(g)(1)	Documentation was not reviewed during the inspection.	
13.7	**PPE required**	Program area is to be assessed to determine the need for PPE. 29 CFR 1910.132(d)(1)	Yes	
13.8	**If required PPE is appropriate for the job. PPE meets the identified hazards**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	Yes	
13.9	**Operator dressed safely for the job and using the appropriate PPE.**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	Yes	

13.10 Automotive Technology Equipment Safe Guarding

General Standards			
Safeguards from dangerous moving parts.	Yes	Exposed belts or chain drives.	None observed during the inspection.
Safeguards firmly secured and not easily removable.	Yes	Exposed set screws, key ways, collars, etc.	None observed during the inspection.
Safeguards ensure that no object will fall into the moving parts.	Yes	Starting and stopping controls within easy reach of the operator.	Yes
Electrical Hazards		Safeguards for all hazardous moving parts including auxiliary parts.	**Yes**
Loose conduit fittings.	None observed during the inspection.	Older equipment, regardless of age and/or lack of original factory installation, has all required machine safeguards.	None observed during the inspection.
Mechanical Hazards			
Point of operation safeguards.	Yes		
Evidence that safeguards have been tampered with or removed.	None observed during the inspection.		
Unguarded gears, sprockets, pulleys or flywheels.	None observed during the inspection.		

13.11 Other Automotive Technology

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
13.11.1	**Fire Extinguisher Placement**		Access to the fire extinguisher at the front door is blocked by an item of equipment.	The equipment has been relocated and the access is clear.
13.11.2				
13.11.3				

		Make: Hunter Model: DSP600 SN: CQ6061	Make: Rotary Model: SPOA9-200 SN: AFM99A2503	Make: Model: SN:
#	Lift Checkpoint	Comments	Comments	Comments
13.0.1	Accessibility and readability of the operating procedures, safety tips, warning labels, and generic safety material.	Yes	Yes	
13.0.2	Cracks or loose concrete around floor anchor bolts, if employed	None observed during the inspection.	None observed during the inspection.	
13.0.3	Damage or excessive wear, rust, and/or damage on any of the lift contact points which engage the vehicle during lifting.	None observed during the inspection.	None observed during the inspection.	
13.0.4	Deformation or excessive wear of other components such as hoses, electrical wires, drive chains, cables or screws.	None observed during the inspection	None observed during the inspection	
13.0.5	Drive-up ramps.	In use during the inspection.	None on unit.	
13.0.6	Evidence of hydraulic or pneumatic leaks.	None observed during the inspection.	None observed during the inspection.	
13.0.7	Proper operation of lift controls, restraints, and locking devices.	In use during the inspection.	In use during the inspection.	
13.0.8	Readability of rated load capacity.	Yes	Yes	
13.0.9	Runway stops.	No damages observed during the inspection.	None on unit.	
13.0.10	Swing arms and telescoping stops.	None on unit.	In use during the inspection.	
13.0.11	Unusual noises, sudden movements, erratic operation or evidence of chips or filings during use.	Lifting and lowering of unit not observed.	Lifting and lowering of unit not observed	

Containers

- Means any can, barrel or drum: 1910.106(a)(34)
- Approved or listed by a nationally recognized laboratory: 1910.106(a)(35)
- Only approved containers and portable tanks shall be used: 1910.106(d)(2)(i)-

Container Storage

- Applies only to the storage of flammable or combustible liquids in drums or other containers not exceeding 60 gallons individual capacity: 1910.106(d)(1)(i)
- Not store used oil in units other than tanks, containers or units subjected to U.S. EPA regulations: U.S. EPA 40 CFR 279.22(a)
- Containers must be: U.S. EPA 40 CFR 279.22(b)
    - No severe rusting: U.S. EPA 40 CFR 279.22(b)(1)-None observed during the inspection.
    - No apparent structural defects: U.S. EPA 40 CFR 279.22(b)(1)- None observed during the inspection.
    - No apparent deterioration: U.S. EPA 40 CFR 279.22(b)(1)- None observed during the inspection.
    - No visible leaking: U.S. EPA 40 CFR 279.22(b)(2)- None observed during the inspection.

Labels

Containers used to store used oil must be labeled or marked clearly with the words "Used Motor Oil":
U.S. EPA 40 CFR 279.22(c)-Container in laboratory did not have a label.

Other Used Oil Containers:

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
15.1	**EAP Emergency Procedures**	Each facility is to have an Emergency Action Plan listing those steps taken in the event of an emergency. 29 CFR 1910.38(b)	Posted in classroom.	
15.2	**EAP Emergency Floor Plans**	The facility's Emergency Action Plan is to include posted Emergency Floor Plans for evacuation. 29 CFR 1910.38(c)(2)	Copy posted in the laboratory at the rear exit, but no Emergency Floor Plan was observed in the classroom.	Copy has been posted at the rear exit.
15.3	**Emergency Eye Wash Station Weekly Inspections and Condition of Station**	Documents the required weekly inspection of emergency eyewash stations. 29 CFR 1910.37(a)(4)	Documentation is up to date, water height was within the 4 inch standard.	
15.4	**Equipment Inspections**	Documents the inspections, findings, corrective action of equipment and tools used in program areas. Various OSHA Standards.	Documentation was not reviewed during the inspection.	
15.5	**Fire Extinguisher Inspections (monthly)**	Fire extinguishers are to be visually inspected monthly by staff with documentation. 29 CFR 1910.157(e)(2)	Documentation is up to date and there was no evidence of damage. However, the extinguisher needs to be cleaned.	Fire extinguisher has been cleaned.
15.6	**Material Safety Data Sheets**	Each instructional program must maintain a complete and accurate MSDS for each hazardous chemical used and/or stored. 29 CFR 1910.1200(g)(1)	Documentation was not reviewed during the inspection.	
15.7	**PPE required**	Program area is to be assessed to determine the need for PPE. 29 CFR 1910.132(d)(1)	Yes	
15.8	**If required PPE is appropriate for the job. PPE meets the identified hazards**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	No operations in laboratory during the inspection.	
15.9	**Operator dressed safely for the job and using the appropriate PPE.**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	No operations in laboratory during the inspection.	

15.10 Carpentry Technology Equipment Safe Guarding

General Standards			
Safeguards from dangerous moving parts.	Yes	Exposed belts or chain drives.	None observed during the inspection.
Safeguards firmly secured and not easily removable.	Yes	Exposed set screws, key ways, collars, etc.	None observed during the inspection.
Safeguards ensure that no object will fall into the moving parts.	Yes	Starting and stopping controls within easy reach of the operator.	Yes
Electrical Hazards		Safeguards for all hazardous moving parts including auxiliary parts.	Yes
Loose conduit fittings.	None observed during the inspection.	Older equipment, regardless of age and/or lack of original factory installation, has all required machine safeguards.	None observed during the inspection.
Mechanical Hazards			
Point of operation safeguards.	Yes		
Evidence that safeguards have been tampered with or removed.	None observed during the inspection.		
Unguarded gears, sprockets, pulleys or flywheels.	None observed during the inspection.		

15.11 Other Carpentry Technology

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
15.11.1				
15.11.2				
15.11.3				

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
21.1	**EAP Emergency Procedures**	Each facility is to have an Emergency Action Plan listing those steps taken in the event of an emergency. 29 CFR 1910.38(b)	Posted in classroom.	
21.2	**EAP Emergency Floor Plans**	The facility's Emergency Action Plan is to include posted Emergency Floor Plans for evacuation. 29 CFR 1910.38(c)(2)	Posted at back and front exits.	
21.3	**Emergency Eye Wash Station Weekly Inspections and Condition of Station**	Documents the required weekly inspection of emergency eyewash stations. 29 CFR 1910.37(a)(4)	Inadequate water pressure and height.	Adjusted stop. Water pressure has also been reported to the local board for maintenance.
21.4	**Fire Extinguisher Inspections (monthly)**	Fire extinguishers are to be visually inspected monthly by staff with documentation. 29 CFR 1910.157(e)(2)	Documentation is up to date and there was no evidence of damage.	
21.5	**Material Safety Data Sheets**	Each instructional program must maintain a complete and accurate MSDS for each hazardous chemical used and/or stored. 29 CFR 1910.1200(g)(1)	Documentation is up to date and there was no evidence of damage.	
21.6	**PPE required**	Program area is to be assessed to determine the need for PPE. 29 CFR 1910.132(d)(1)	Yes	
21.7	**If required PPE is appropriate for the job. PPE meets the identified hazards**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	Yes	
21.8	**Operator dressed safely for the job and using the appropriate PPE**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	Yes	

21.9 Other Electrical Technology

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
21.9.1				
21.9.2				
21.9.3				

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
22.1	**EAP Emergency Procedures**	Each facility is to have an Emergency Action Plan listing those steps taken in the event of an emergency. 29 CFR 1910.38(b)	Posted in front of classroom.	
22.2	**EAP Emergency Floor Plans**	The facility's Emergency Action Plan is to include posted Emergency Floor Plans for evacuation. 29 CFR 1910.38(c)(2)	Posted adjacent to the exit doors.	
22.3	**AED** **Location** **Manufacturer** **Model** **Serial Number** **Owner**	Identifies AEDs in the facility for the establishment and maintenance of AED programs. Cabinet AED Policy, KRS 311.667, and KRS 311.338	ATC does not have an AED.	
22.4	**Fire Extinguisher Inspections (monthly)**	Fire extinguishers are to be visually inspected monthly by staff with documentation. 29 CFR 1910.157(e)(2)	Documentation is up to date and there was no evidence of damage.	
22.5	**Material Safety Data Sheets**	Each instructional program must maintain a complete and accurate MSDS for each hazardous chemical used and/or stored. 29 CFR 1910.1200(g)(1)	Documentation is up to date and there was no evidence of damage.	
22.6	**Bloodborne Pathogen Control Plan**	Program for employees and students with occupational hazard 29 CFR 1930(b)	Safety Coordinator will send templates for completion. A copy should be provided to the Safety Coordinator.	We are in the process of working on this. As soon as it is complete, a copy will be provided to the safety coordinator.

22.7 Other Health Sciences

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
22.7.1				
22.7.2				
22.7.3				

25.0-Industrial Maintenance Technology

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
25.1	**EAP Emergency Procedures**	Each facility is to have an Emergency Action Plan listing those steps taken in the event of an emergency. 29 CFR 1910.38(b)	Posted in classroom.	
25.2	**EAP Emergency Floor Plans**	The facility's Emergency Action Plan is to include posted Emergency Floor Plans for evacuation. 29 CFR 1910.38(c)(2)	Posted in classroom adjacent to the exit.	
25.3	**Emergency Eye Wash Station Weekly Inspections and Condition of Station**	Documents the required weekly inspection of emergency eyewash stations. 29 CFR 1910.37(a)(4)	Not inspected and documentation was not reviewed.	
25.4	**Equipment Inspections**	Documents the required weekly inspection of emergency eyewash stations. 29 CFR 1910.37(a)(4)	Documentation was not reviewed during the inspection.	
25.5	**Fire Extinguisher Inspections (monthly)**	Fire extinguishers are to be visually inspected monthly by staff with documentation. 29 CFR 1910.157(e)(2)	Documentation is up to date and there is not evidence of damage.	
25.6	**Material Safety Data Sheets**	Each instructional program must maintain a complete and accurate MSDS for each hazardous chemical used and/or stored. 29 CFR 1910.1200(g)(1)	Documentation was not reviewed during the inspection.	
25.7	**Lockout/Tagout Procedures or Exemption**	Lockout/Tagout covers the servicing and maintenance of machines and equipment where the unexpected energizing, start-up or release of energy could cause injury to employees. Section 9.0 is used to document exemption to this Standard. 29 CFR 1910.147	Yes, see attached form.	
25.8	**PPE required**	Program area is to be assessed to determine the need for PPE. 29 CFR 1910.132(d)(1)	Yes	
25.9	**If required PPE is appropriate for the job. PPE meets the identified hazards**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	Yes	
25.10	**Operator dressed safely for the job and using the appropriate PPE.**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	Yes	

25.11 Maintenance Technology Equipment Safe Guarding

General Standards			
Safeguards from dangerous moving parts.		Exposed belts or chain drives.	
Safeguards firmly secured and not easily removable.		Exposed set screws, key ways, collars, etc.	
Safeguards ensure that no object will fall into the moving parts.		Starting and stopping controls within easy reach of the operator.	
Electrical Hazards		Safeguards for all hazardous moving parts including auxiliary parts.	
Loose conduit fittings.		Older equipment, regardless of age and/or lack of original factory installation, has all required machine safeguards.	
Mechanical Hazards			
Point of operation safeguards.			
Evidence that safeguards have been tampered with or removed.			
Unguarded gears, sprockets, pulleys or flywheels.			

25.12 Other Maintenance Technology

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
25.12.1				
25.12.2				
25.12.3				

27.0-Machine Tool Technology

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
27.1	**EAP Emergency Procedures**	Each facility is to have an Emergency Action Plan listing those steps taken in the event of an emergency. 29 CFR 1910.38(b)	Posted in classroom and laboratory.	
27.2	**EAP Emergency Floor Plans**	The facility's Emergency Action Plan is to include posted Emergency Floor Plans for evacuation. 29 CFR 1910.38(c)(2)	Posted in classroom.	
27.3	**Emergency Eye Wash Station Weekly Inspections and Condition of Station**	Documents the required weekly inspection of emergency eyewash stations. 29 CFR 1910.37(a)(4)	Documentation not reviewed during the inspection.	
27.4	**Equipment Inspections**	Documents the required weekly inspection of emergency eyewash stations. 29 CFR 1910.37(a)(4)	Documentation not reviewed during the inspection.	
27.5	**Fire Extinguisher Inspections (monthly)**	Fire extinguishers are to be visually inspected monthly by staff with documentation. 29 CFR 1910.157(e)(2)	Documentation was up to date and there was no evidence of damage.	
27.6	**Material Safety Data Sheets**	Each instructional program must maintain a complete and accurate MSDS for each hazardous chemical used and/or stored. 29 CFR 1910.1200(g)(1)	Documentation not reviewed during the inspection.	
27.7	**Lockout/Tagout Procedures or Exemption**	Lockout/Tagout covers the servicing and maintenance of machines and equipment where the unexpected energizing, start-up or release of energy could cause injury to employees. Section 9.0 is used to document exemption to this Standard. 29 CFR 1910.147	Yes, see attached form.	
27.8	**PPE required**	Program area is to be assessed to determine the need for PPE. 29 CFR 1910.132(d)(1)	Yes	
27.9	**If required PPE is appropriate for the job. PPE meets the identified hazards**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	No work in the laboratory during the inspection.	
27.10	**Operator dressed safely for the job and using the appropriate PPE.**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	No work in the laboratory during the inspection.	

27.11 Machine Tool Technology Equipment Safe Guarding

General Standards			
Safeguards from dangerous moving parts.	Yes	Exposed belts or chain drives.	None observed during the inspection.
Safeguards firmly secured and not easily removable.	Yes	Exposed set screws, key ways, collars, etc.	None observed during the inspection.
Safeguards ensure that no object will fall into the moving parts.	Yes	Starting and stopping controls within easy reach of the operator.	Yes
Electrical Hazards		Safeguards for all hazardous moving parts including auxiliary parts.	Yes
Loose conduit fittings.	None observed during the inspection.	Older equipment, regardless of age and/or lack of original factory installation, has all required machine safeguards.	Yes
Mechanical Hazards			
Point of operation safeguards.	Yes		
Evidence that safeguards have been tampered with or removed.	None observed during the inspection.		
Unguarded gears, sprockets, pulleys or flywheels.	None observed during the inspection.		

27.12 Other Machine Tool Technology

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
27.12.1				
27.12.2				
27.12.3				

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
33.1	**EAP Emergency Procedures**	Each facility is to have an Emergency Action Plan listing those steps taken in the event of an emergency. 29 CFR 1910.38(b)	Posted in classroom.	
33.2	**EAP Emergency Floor Plans**	The facility's Emergency Action Plan is to include posted Emergency Floor Plans for evacuation. 29 CFR 1910.38(c)(2)	Posted in classroom.	
33.3	**Emergency Eye Wash Station Weekly Inspections and Condition of Station**	Documents the required weekly inspection of emergency eyewash stations. 29 CFR 1910.37(a)(4)	Inadequate water pressure to push off the dust covers. Water height was not the required 4 inches.	Adjusted stop. Water pressure issue has also been reported to the local board for maintenance.
33.4	**Equipment Inspections**	Documents the required weekly inspection of emergency eyewash stations. 29 CFR 1910.37(a)(4)	Documentation not reviewed during the inspection.	
33.5	**Fire Extinguisher Inspections (monthly)**	Fire extinguishers are to be visually inspected monthly by staff with documentation. 29 CFR 1910.157(e)(2)	Documentation was up to date and there was no evidence of damage.	
33.6	**Material Safety Data Sheets**	Each instructional program must maintain a complete and accurate MSDS for each hazardous chemical used and/or stored. 29 CFR 1910.1200(g)(1)	Documentation not reviewed during the inspection.	
33.7	**Lockout/Tagout Procedures or Exemption**	Lockout/Tagout covers the servicing and maintenance of machines and equipment where the unexpected energizing, start-up or release of energy could cause injury to employees. Section 9.0 is used to document exemption to this Standard. 29 CFR 1910.147	Yes, see attached form.	
33.8	**PPE required**	Program area is to be assessed to determine the need for PPE. 29 CFR 1910.132(d)(1)	Yes	
33.9	**If required PPE is appropriate for the job. PPE meets the identified hazards**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	No work in the laboratory during the inspection.	
33.10	**Operator dressed safely for the job and using the appropriate PPE.**	Selected for the work to be performed and the related hazard or hazards (head, hearing, eye, body, hands, feet). Meets OSHA/ANSI design specifications. 29 CFR 1910.132(d)(1) and (2)	No work in the laboratory during the inspection.	

33.11 Welding Technology Equipment Safe Guarding

General Standards			
Safeguards from dangerous moving parts.	Yes	Exposed belts or chain drives.	None observed during the inspection.
Safeguards firmly secured and not easily removable.	Yes	Exposed set screws, key ways, collars, etc.	None observed during the inspection.
Safeguards ensure that no object will fall into the moving parts.	Yes	Starting and stopping controls within easy reach of the operator.	Yes
Electrical Hazards		Safeguards for all hazardous moving parts including auxiliary parts.	Yes
Loose conduit fittings.	None observed during the inspection.	Older equipment, regardless of age and/or lack of original factory installation, has all required machine safeguards.	Yes
Mechanical Hazards			
Point of operation safeguards.	Yes		
Evidence that safeguards have been tampered with or removed.	None observed during the inspection.		
Unguarded gears, sprockets, pulleys or flywheels.	None observed during the inspection.		

33.12 Other Welding Technology

#	Safety Item	Standard	Issues/Observations/ Comments	Corrective Actions with Dates
33.12.1	**Miller Welder adjacent to drill press.**		A clamp on the welder has exposed wires.	Put on a new ground clamp.
33.12.2				
33.12.3				

Ref.	Standard	Standard	Outdoor Storage Part	Notes
33.0.1	Cylinders, except for those in actual use or attached ready for use, shall be limited to a total capacity of 2,000 cubic feet.	29 CFR 1910.253(b)(3)(i)		Yes
33.0.2	Floors are to be level	CGA Pamphlet P-1	Concrete platform	Yes
33.0.3	Full cylinders stored separately from empty cylinders.	CGA Pamphlet P-1		Yes
33.0.4	Oxygen cylinders in storage shall be separate from fuel gas cylinders or combustible materials a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire resistance rating of a least one-half hour.	29 CFR 1910.253(b)(4)(iii)	Non-combustible barrier.	Yes
33.0.5	Storage in excess of 2,000 cubic feet must be stored in a separate room or compartment conforming to OSHA Standards or shall be kept outside, or in a special building.	29 CFR 1910.253(b)(3)(i)		Yes
33.0.6	Oxygen cylinder shall not be stored near any other substance likely to cause of accelerate fire.	29 CFR 1910.253(b)(4)(i)	No vegetation or other items in outdoor storage area.	Yes
33.0.7	Oxygen cylinders shall not be stored near reserve stocks of acetylene or other fuel gas cylinders.	29 CFR 1910.253(b)(4)(i)		Yes
33.0.8	Secured fenced enclosure with gate and lock to discourage tampering and to limit access.	29 CFR 1910.253(b)(2)(ii)	Fence and canopy.	Yes
33.0.9	Spaces shall be located where cylinders will not be subject to tampering by unauthorized persons.	29 CFR 1910.253(b)(2)(ii)	Fence and canopy.	Yes
33.0.10	Storage must not be subsurface.	CGA Pamphlet P-1	Concrete platform.	Yes
33.0.11	Labeled with suitable warning signs.	CGA Pamphlet P-1	Warning signs.	Yes
33.0.12	Well ventilate, dry, and cool.	29 CFR 1910.253(b)(2)(ii)	Walls, platform, and canopy.	Yes
33.0.13	Natural ventilation to prevent accumulation of gas concentration.	NFPA 55: 7.6.5.3	Openings in wall and fence.	Yes
33.0.14	Bottoms of compressed gas cylinders must be protected from the ground to prevent rusting.	CGA Pamphlet P-1	Concrete platform	Yes
33.0.15	The empty tank storage area should have roof to protect the tanks from the weather.	29 CFR 1910.253(b)(2)(ii)	Walls, platform, and canopy.	
33.0.16	Other-			
33.0.17	Other-			
33.0.18	Other-			

Kentucky Department of Education
Division of Career and Technical Education
Safety Inspection Checklist and Audit Report Directions

Providing a safe environment for students and employees is the combined responsibility of students, teachers, principals, and district personnel and is of utmost importance. Please use this page of step-by-step directions, the safety inspection audit report page, and the safety inspection checklist to conduct a safety check of technical programs to raise the awareness of safety responsibilities and precautions and to prevent accidents.

Steps	Action
1.	**Program teacher** and three students complete the attached safety inspection checklist no less than one time per semester.
2.	**Program teacher** and students sign and date the safety inspection checklist.
3.	**Program teacher** forwards the program safety inspection checklist to the building principal.
4.	**Building principal** notifies the assigned appropriate school district staff person that the program safety inspection checklist(s) are complete and ready for his/her verification.
5.	The school system assigns a **staff person** to verify the safety inspection(s) conducted by the program teacher and students. The **assigned staff person** conducts a program safety audit, records the number of each violation and recommendation on the safety inspection audit report, signs the report, and returns the report to the building principal.
6.	The **building principal** assigns and records the names of the person(s) responsible to take action, secures district assistance to correct violations/recommendations, and dates the audit report.
7.	The **building principal** verifies by his/her signature on the bottom of the audit report that all corrective action has been completed by the person(s) responsible within 30 days.
8.	The **building principal** forwards the completed safety inspection audit report to the appropriate district staff person.
9.	The **building principal** and the **program teacher** keep copies of all the completed safety inspection checklists and audit reports.
10.	The **building principal** shares all safety inspection audit reports with the school safety committee.

Standard 5A-B Annual Safety Inspection and Recommendations Taken – Locally Operated

Kentucky Department of Education
Division of Career and Technical Education
Safety Inspection Audit Report

School: Central CTE Program: Automotive Technology Date: 2/2/??

Directions: Please read directions on the front page.

No. of Violation	Violations/Recommendations *Document additional violations/recommendations on the back of this page.*
3	Storage area is cluttered and needs organized for ease of use and safety.
36	Install eye wash station for flushing of eyes to remove contaminate.
46	Fire extinguisher next to back door inspection has expired per date on tag.
58	Flammable chemicals are stored on shelves in storage area. A flammable liquid cabinet needs to be purchased.
73	Grinder needs the tool rest adjusted to within 1/8" of grinding wheel.

No. of Violation	Action Taken on Violations/Recommendations *Document additional actions on the back of this page.*	Person Responsible	Date Assigned Date Completed
3	Storage room cleaned and organized	Teacher	2/2/?? 2/7/??
36	Eye wash station ordered, installed and tested	Maintenance Department	2/8/?? 2/27/??
46	Fire extinguisher tested and inspected by Kiddie fire extinguisher.	Maintenance Department	2/8/?? 2/13/??
58	Ordered and placed into service a Flammable liquid cabinet.	Principal	2/11/?? 2/25/??
73	Properly adjusted tool rest to within 1/8" of grinder wheel.	Teacher	2/8/?? 2/9/??

Safety Inspection Audit Report Completed By: [signature] **Date:** 3/1/??

Verification by building principal that all violations have been corrected: [signature] **Date:** 3/9/??

Standard 5A-B Annual Safety Inspection and Recommendations Taken – Locally Operated

Kentucky Department of Education
Division of Career and Technical Education
Safety Inspection Checklist

School: Central CTE Program: Automotive Technology Date: 2/2/??

Teacher signature: William Bennett Student signature: Mary Moore

Student signature: Cory Homan Student signature: James Hudkins

Directions:

- Using the Safety Inspection Checklist, conduct a program safety inspection at least one time a semester.
- Check the appropriate letter using the following guide:
  S – Satisfactory (needs no attention) *U - Unsatisfactory (needs immediate attention)* *NA - Not applicable*
- Sign and make a file copy of this Safety Inspection Checklist
- Forward the completed Safety Inspection Checklist to the building principal.

No.	SAFETY ITEM	S	U	NA
	General			
1.	The OSHA log is posted during the month of February.	✓		
2.	The poster "Safety and Health Protection on the Job" is posted in a conspicuous location.	✓		
	Housekeeping			
3.	Storage spaces are orderly with ample aisle space.		✓	
4.	Floors are clean and free of wires, tools, etc.	✓		
5.	Stairways are clear of clutter and spills.	✓		
6.	Temperature is within established guidelines.	✓		
7.	Walls, windows, and ceilings are well constructed and free of hazards.	✓		
8.	Machines, benches, and other equipment are arranged so as to conform to good safety practices.	✓		
9.	Illumination is safe, sufficient, and well placed.	✓		
10.	Ventilation is adequate.	✓		
11.	Lockers are inspected regularly for cleanliness and fire hazards.	✓		
12.	Locker doors are kept closed.	✓		
13.	General appearance is orderly.	✓		
14.	Special tool racks are kept in orderly condition and provided at benches and machines.	✓		
15.	Tools are stored properly.	✓		
16.	Tools, supply, and/or material rooms are orderly.	✓		
17.	Sufficient scrap boxes are provided.	✓		
18.	Scrap stock is put in scrap boxes promptly.	✓		
19.	Materials are stored in an orderly fashion and in a safe condition.	✓		
20.	Oily rags and waste are placed in a spring lid metal container and the container is emptied frequently.	✓		
21.	The lab is sanitized to meet health code where appropriate.	✓		
22.	Oil spills and other slippery substances, which might result in an injury-producing fall, are promptly cleaned up.	✓		
23.	Electrical wires, cables, pipes, or other objects that cross aisles are clearly marked and properly covered.	✓		
24.	Covers or guardrails are provided to prevent persons from falling into drainage ditches, open pits, vats, tanks, etc.	✓		
25.	Load ratings are posted on all upper storage areas above seven (7) feet.	✓		
26.	Multiple appliance plugs in the receptacle outlets do not overload the circuits.	✓		
27.	All electrical wiring is properly insulated.	✓		
28.	Ground fault devices protect exposed receptacles and water coolers.	✓		
29.	All switches in electrical boxes are identified as to function.	✓		
30.	Extension cords are not used as permanent wiring.	✓		

Standard 5A-B Annual Safety Inspection and Recommendations Taken – Locally Operated

Safety Inspection Checklist

School: Central CTE Program: Automotive Technology Date: 2/2/??

No.	SAFETY ITEM	S	U	NA
31.	All electrical equipment is installed in a neat and workman-like manner.	✓		
32.	All electrical equipment, such as fuse boxes, switch boxes, etc., are firmly secured to the surface on which it is mounted.	✓		
33.	Ground fault devices (GFI) are provided where required.	✓		
34.	Ladders are maintained properly.	✓		
35.	Corners are clean and clear.	✓		
	Medical Services and First Aid			
36.	Emergency facilities for drenching or flushing the eyes are available within the work area where the eyes may be exposed to injurious, corrosive materials.		✓	
37.	Emergency facilities for drenching the body are available within the work area where the body may be exposed to injurious corrosive materials.	✓		
38.	The first aid kit is adequately stocked, including rubber gloves.	✓		
39.	A qualified individual administers first aid.			
40.	Fire blankets are in place in those areas where the potential for fire and explosion exist. Large labs have two fire blankets.	✓		
41.	A bloodborne pathogen plan is in place.	✓		
42.	The school has two or more individuals qualified to administer first aid.	✓		
	Fire and Fire Extinguishers			
43.	Fire extinguishers are of proper type, adequately supplied, properly located, and maintained.	✓		
44.	Instructors and students know location of and use of proper types of extinguishers for various fires.	✓		
45.	Fire extinguishers are inspected monthly and tested frequently.	✓		
46.	A durable tag is securely attached to the extinguisher to indicate the date of recharging and is signed or stamped by the recharger.		✓	
47.	Fire extinguishers are located in areas where combustible liquids are stored or used.	✓		
48.	Persons with handicaps are provided for in fire and emergency evacuation plans.	✓		
	Doors and Emergency Exits			
49.	The number and location of exits are adequate.	✓		
50.	Fire and other evacuation plans are posted in conspicuous locations in all areas.	✓		
51.	Fire exits are lit and clearly marked.	✓		
52.	Doors that might be mistaken for exits are marked "NOT AN EXIT" or marked so as to identify their purpose, such as "Storage Room."	✓		
53.	Emergency exit doors are not blocked by equipment or debris.	✓		
54.	Doors open and close properly.	✓		
55.	Exit ways are wide enough to permit ease of passage.	✓		
56.	Doors that are designed for emergency exit are kept unlocked from the inside and equipped with panic-type hardware.	✓		
57.	Doors swing to accommodate exit traffic.	✓		
	Hazardous Materials			
58.	Combustible and flammable liquids/materials are properly stored and safeguarded.		✓	
59.	Oxygen and other compressed gases are stored away from combustible materials and in an upright position	✓		
60.	Oxygen cylinders are separated from fuel gas cylinders and combustible materials.	✓		
61.	Dangerous materials are stored in metal cabinets.	✓		
62.	Compressed gas cylinders are legibly marked to identify their contents.	✓		
63.	Used oil is stored in drums or tanks with proper containment in a dry area.	✓		
64.	Used oil is picked up by a reputable hauler/recycler.	✓		
65.	All used oil drums or tanks are labeled "Used Oil Storage."	✓		
66.	Used oil is kept free from solvents, anti-freeze, break fluid, or any other substance which would be classified as a hazardous waste.	✓		
	Equipment			

Standard 5A-B Annual Safety Inspection and Recommendations Taken – Locally Operated

Safety Inspection Checklist

School: Central CTE Program: Automotive Technology Date: 2/2/??

No.	SAFETY ITEM	S	U	NA
67.	Machines are arranged so workers are protected from hazards of other machines, passing students, etc.	✓		
68.	Dangerous areas are properly indicated.	✓		
69.	All equipment control switches are easily available to the operator.	✓		
70.	All machines are "locked out" when the instructor is out of the room.	✓		
71.	Brushes are used for cleaning equipment.	✓		
72.	Non-skid areas are provided around machines.	✓		
73.	Machines are in safe working order.		✓	
74.	Machines are properly guarded to comply with safety codes.	✓		
75.	Adequate supervision is maintained where students are using machines and dangerous tools.	✓		
76.	Tools are kept sharp, clean, and in safe working order.	✓		
77.	Cooking and eating utensils and equipment are properly disinfected.			✓
78.	Instructions for operating and stopping machines are posted on or near the machines.	✓		
79.	All electrical appliances, which may be used in damp or wet locations, are properly grounded.	✓		
80.	All fans are guarded.	✓		
81.	All points of operation where employees are exposed to injury are properly guarded.	✓		
82.	All electric portable power tools are properly grounded.	✓		
	Personal Protection			
83.	Safety glasses/goggles/eye protection are provided and required for all work when eye hazards exist.	✓		
84.	If individual goggles are not provided, hoods and goggles are properly disinfected before use.	✓		
85.	Shields are provided for electrical welding.	✓		
86.	Aprons or lab coats are worn in the lab.	✓		
87.	Students remove rings and other jewelry when working in the lab.	✓		
88.	The proper kind of wearing apparel is worn for the job being done.	✓		
89.	Leggings, safety shoes, etc., are worn in special classes requiring such protection.	✓		
90.	A respirator is used when spraying in the finishing room.	✓		
91.	Protective footwear is worn when moving heavy equipment or materials.	✓		
92.	Personal protective equipment is provided in areas where noise levels exceed established permissive exposure.	✓		
93.	Persons who require prescription eyeglasses wear safety lenses.	✓		
	Instruction			
94.	Laboratory safety is taught as an integral part of each teaching unit.	✓		
95.	Safety rules are posted.	✓		
96.	Printed safety rules are given to each student.	✓		
97.	Students sign the safety agreement.	✓		
98.	The lab/classroom completes a monthly safety inspection.	✓		
99.	There is a lab/classroom safety committee.	✓		
100.	Safety contests are promoted.	✓		
101.	Videos are used in safety instruction.	✓		
102.	The lab/classroom has a safety suggestion box.	✓		
103.	Safety tests are administered.	✓		
104.	Safety posters are posted in the lab/classroom.	✓		
105.	Industry representatives give presentations on safety.	✓		
106.	Tours are taken of industrial plants as part of safety instruction.	✓		
107.	Industry representatives make safety inspections of the lab/classroom. (AYES, ASE, AGC, ABC, KCIEC)	✓		
108.	Staff and students receive hazardous communication training at the beginning of each school term.	✓		
	Accidents			
109.	Adequate accident statistics are kept.	✓		
110.	Accidents are reported to the proper administrative authority.	✓		
111.	A copy of each accident report is filed with the appropriate authority.	✓		
112.	Accident reports are analyzed for instructional purposes and to eliminate hazards.	✓		
113.	The school/program has a written hazardous communication program.	✓		

Standard 5A-B Annual Safety Inspection and Recommendations Taken – Locally Operated

Safety Inspection Checklist

School: Central CTE Program: Automotive Technology Date: 2/2/??

No.	SAFETY ITEM	S	U	NA
114.	The program/school maintains an up-to-date MSDS file.	✓		
115.	Emergency numbers, such as 911 and fire and police department numbers, are posted in the appropriate location.	✓		

Included in Standard 5A

Standard 5C Accitend Report and Planned Prevention

EDUCATION CABIN
ACCIDENT REPORT FORM

Student, Employee, or Other Student
Name Mary Sutton

Address 500 Mero Street

Age 18 Dept/Class Automotive Technology

Social Security Number 400-98-7654

Date/Time of Occurrence 2-13-1 at 11 am
Facility Central Area Technology Center

Region Southern

High School (if applicable) Central High School

Days lost from school/work 0

DESCRIPTION OF INJURY

APPARENT NATURE OF INJURY

- ☐ Abrasion
- ☐ Amputation
- ☐ Asphyxiation
- ☐ Bite
- ☐ Bruise
- ☐ Burn
- ☐ Concussion
- ☒ Cut
- ☐ Dislocation
- ☐ Fracture
- ☐ Laceration
- ☐ Poisoning
- ☐ Puncture
- ☐ Scald
- ☐ Scratch
- ☐ Shock
- ☐ Sprain
- ☐ Other

Explain Other:

PART OF BODY INJURED

- ☐ Abdomen
- ☐ Ankle
- ☐ Arm
- ☐ Back
- ☐ Chest
- ☐ Ear
- ☐ Elbow
- ☐ Eye
- ☐ Face
- ☒ Finger
- ☐ Foot
- ☐ Hand
- ☐ Head
- ☐ Knee
- ☐ Leg
- ☐ Mouth
- ☐ Other

Explain Other:

Describe the nature of the injury (cut, third finger, left hand, etc.)
Middle right finger cut

Describe medical attention received, by whom, and address:
Injury was cleansed by teacher. Student was sent to see the nurse at the high school.

DESCRIPTION OF ACCIDENT

Did accident occur while in an instructional activity? ☒ Yes ☐ No If no, explain

Specify any machine, equipment, or tools involved Safety glasses, scrapers, pliers, scraper blades

Were proper machine guards being used? ☒ Yes ☐ No
Was individual given safety orientation? ☒ Yes ☐ No
Was individual doing assigned work? ☒ Yes ☐ No
Was individual using Safety Equipment? ☒ Yes ☐ No
Was high school notified (if applicable)? ☒ Yes ☐ No
Was this accident due to faulty equipment? ☐ Yes ☒ No

Describe Safety Equipment
Safety glasses

If Safety Equipment was not in use, explain:

Action taken to prevent recurrence:
Reviewed instruction in proper use of blade type scrapers. Remove and replace blades.

Was supervisor present at accident? ☒ Yes ☐ No If no, explain

Did individual have permission to use equipment? ☒ Yes ☐ No If no, explain

Education Cabinet
Revised 01/07

FOR SAFETY SECTION USE ONLY
Degree of Injury: ☐ Minor ☐ Severe

Standard 5C Accitend Report and Planned Prevention

DESCRIPTION OF ACCIDENT (continued)

Injured's description of accident (specify in detail)

Scraping a lower control arm-went to change razor blade with needle nose pliers. Razor blade broke and cut my middle finger.

Individual's Signature Mary Sutton Date 2-13-0-

Was family notified by the facility? yes

****

Witness's description of accident (specify in detail)

Cleaning suspension arm with a scraper. Started to change the blade with some needle nose pliers. The blade broke and his finger slid into the blade.

Witness's Signature Jim Stivers Date 2-13-0-

****

Supervisor's description of accident (specify in detail)

Student was working with two other students. The assignment or task was Susp/Steering #28. remove, inspect, and install lower control arm bushings. Student(s) removed bushings and were scraping and cleaning component(s) for bushing replacement. The student was instructed to use pliers to remove old blade and replace with a new one. The tool he was holidng slipped and his finger came into contact with the blade.

Supervisor's Signature William Bennett Date 2-13-0-

****

Administrator's Comments

As reported to me.

Administrator's Signature Hal Carter Date 2-13-0-

****

List all non-student / supervisor witnesses and address:

1. 2. 3.

Date copy of accident report form forward to Central Office (if applicable) _____

Kentucky Tech Personnel: Sign and date original report and forward to the Safety Coordinator, 20th Floor, Capital Plaza Tower, Frankfort, KY 40601

Other/Cabinet Personnel: Sign and date original report and forward to the Safety Section at:

601 East Main Street
Frankfort, Kentucky 40601

Standard 5C Accitend Report and Planned Prevention

EDUCATION CABINET
ACCIDENT REPORT FORM

Student, Employee, or Other Student
Name James Smith
Address 500 Mero Street
Age 18 Dept/Class Automotive Technology
Social Security Number 401-95-7654

Date/Time of Occurrence 3-20-0 at 9:45Left ring am
Facility Central Area Technology Center
Region Southern
High School (if applicable) Central High School
Days lost from school/work 0

DESCRIPTION OF INJURY

APPARENT NATURE OF INJURY

☐ Abrasion	☐ Concussion	☐ Puncture
☐ Amputation	☒ Cut	☐ Scald
☐ Asphyxiation	☐ Dislocation	☐ Scratch
☐ Bite	☐ Fracture	☐ Shock
☐ Bruise	☐ Laceration	☐ Sprain
☐ Burn	☐ Poisoning	☐ Other

PART OF BODY INJURED

☐ Abdomen	☐ Elbow	☐ Head
☐ Ankle	☐ Eye	☐ Knee
☐ Arm	☐ Face	☐ Leg
☐ Back	☒ Finger	☐ Mouth
☐ Chest	☐ Foot	☐ Other
☐ Ear	☐ Hand	

Explain Other:

Explain Other:
Left ring finger

Describe the nature of the injury (cut, third finger, left hand, etc.)
Left third ring finger cut

Describe medical attention received, by whom, and address:
The health teacher evaluated the injury and sent the student to the high school to see the nurse.

DESCRIPTION OF ACCIDENT

Did accident occur while in an instructional activity? ☒ Yes ☐ No If no, explain

Specify any machine, equipment, or tools involved Oil recovery tank

Were proper machine guards being used? ☒ Yes ☐ No
Was individual given safety orientation? ☒ Yes ☐ No
Was individual doing assigned work? ☒ Yes ☐ No
Was individual using Safety Equipment? ☒ Yes ☐ No
Was high school notified (if applicable)? ☒ Yes ☐ No
Was this accident due to faulty equipment? ☐ Yes ☒ No

Describe Safety Equipment
Safety glasses

If Safety Equipment was not in use, explain:

Action taken to prevent recurrence:
Discussed general safety rules.

Was supervisor present at accident? ☒ Yes ☐ No If no, explain

Did individual have permission to use equipment? ☒ Yes ☐ No If no, explain

Education Cabinet
Revised 01/07

FOR SAFETY SECTION USE ONLY
Degree of Injury: ☐ Minor ☐ Severe

Standard 5C Accitend Report and Planned Prevention

DESCRIPTION OF ACCIDENT (continued)

Injured's description of accident (specify in detail)

Dropped top of oil recovery tank and cut finger

Individual's Signature James Smith Date 3-20-0-

Was family notified by the facility? yes

****

Witness's description of accident (specify in detail)

He dropped top of tank and sliced finger open and started to bleed

Witness's Signature Mary Turner Date 3-20-0-

****

Supervisor's description of accident (specify in detail)

Student was working with two other students. The assignment or task was Susp/Steering #28. remove, inspect, and install lower control arm bushings. Student(s) removed bushings and were scraping and cleaning component(s) for bushing replacement. The student was instructed to use pliers to remove old blade and replace with a new one. The tool he was holidng slipped and his finger came into contact with the blade.

Supervisor's Signature Wilson Bennett Date 3-20-0-

****

Administrator's Comments

As reported to me

Administrator's Signature Hal Carter Date 3-20-0-

****

List all non-student / supervisor witnesses and address:

1. 2. 3.

Date copy of accident report form forward to Central Office (if applicable) _____

Kentucky Tech Personnel: Sign and date original report and forward to the Safety Coordinator, 20th Floor, Capital Plaza Tower, Frankfort, KY 40601

Other/Cabinet Personnel: Sign and date original report and forward to the Safety Section at:

601 East Main Street
Frankfort, Kentucky 40601

100%

AUTOMOTIVE TECHNOLOGY

STUDENT NAME Mike S.
DATE 1-8-1[illegible]
INSTRUCTIONS: This is an open book test. Take your time on this safety test because you must score 100% before working in the lab.

1. Safety is your responsibility.

2. List two safety rules that apply to the lift.
   1. ~~[illegible]~~ obtain an instructor demonstration and get permission before using lift
   2. center vehicle on lift, raise slowly

3. List five types of accidents.
   1. fires
   2. explosions
   3. Asphyxiation
   4. chemical burns
   5. electric shock

4. What is by far the most dangerous and often underestimated flammable in the auto shop. gasoline

5. List two types of possible explosions in the auto shop.
   1. Car batteries
   2. Fuel tanks

6. Define asphyxiation.
   is caused by breathing toxic or poisonous substances in the air

7. Give one example of how you can get a chemical bum in the auto shop.
   Battery acid

8. How is the best way to avoid electric shock when using electric power tools?
   Never use on wet floor

9. Explain what must be done to prevent physical injuries?
   Decide whether a particular operation is safe or dangerous and take action

10. Asbestos, found in brakes and clutches, is harmful and can cause cancer

Auto Tech 100% 5-1-1- 3rd

Standard 5D Safety Tests

1. Which of the following statements about safety glasses is true?
   a. They should offer side protection.
   b. The lenses should be made of a shatterproof material.
   c. Some service operations require additional eye protection to be worn with safety glasses.
   d. All of the above

2. Gasoline is _____.
   a. Highly volatile
   b. Highly flammable
   c. Dangerous, especially in vapor form
   d. All of the above

Mike's

3. An undesirable substance that is a result of service, could best be described as a(n):
   a. Hazardous waste
   b. Physical hazard
   c. Ergonomic hazard
   d. Chemical hazard

4. A high concentration of undesirable vapors, gasses, or solids in the form of dust can be classified as a(n):
   a. Hazardous waste
   b. Physical hazard
   c. Ergonomic hazard
   d. Chemical hazard

5. Which method for cleaning parts may leave a residue that must be removed by further cleaning?
   a. Chemical
   b. Abrasive
   c. Thermal
   d. All of the above

6. Federal right-to-know laws concern _____.
   a. Auto emission standards
   b. Hazards associated with chemicals used in the workplace
   c. Employee benefits
   d. Hiring practices

7. Which of the following is/are important when working in the automotive shop?
   a. Use the proper tool for the job
   b. Avoid loose-fitting clothes
   c. Wear steel-toe shoes
   d. All of the above

8. When a material reacts violently with water or other materials, it is said to have high _____.
   a. Corrosivity
   b. Volatility
   c. Ignitability
   d. Reactivity

9. Which of the following is not recommended to extinguish flammable liquid fires?
   a. Foam
   b. Carbon dioxide
   c. Water
   d. Dry chemical

10. If a substance dissolves metals and other materials, or burns the skin, it is said to possess _____.
    a. Toxicity
    b. Reactivity
    c. Ignitability
    d. Corrosivity

11. *Technician A* says it is recommended that you wear shoes with non-slip soles in the shop. *Technician B* says steel-toed shoes offer the best foot protection. Who is correct?
    a. A only
    b. B only
    c. Both A and B
    d. Neither A nor B

12. *Technician A* says all containers of cleaning solvents must be properly labeled. *Technician B* say to reduce the amount of hazardous waste generated by a shop, parts should be cleaned first with dirty solvent. Who is correct?
    a. A only
    b. B only
    c. Both A and B
    d. Neither A nor B

13. Ergonomic hazards are being discussed. *Technician A* says they impede normal body position and motion. *Technician B* says they are the result of noise or vibrations. Who is correct?
    a. A only
    b. B only
    c. Both A and B
    d. Neither A nor B

14. *Technician A* says hazardous wastes are substances that are the result of a service. *Technician B* says chemical hazards are also called physical hazards. Who is correct?
    a. A only
    b. B only
    c. Both A and B
    d. Neither A nor B

15. *Technician A* says carbon monoxide has an oily odor. *Technician B* says a volatile liquid evaporates slowly. Who is correct?
    a. A only
    b. B only
    c. Both A and B
    d. Neither A nor B

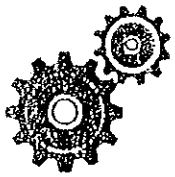
16. An MSDS is being discussed. *Technician A* says it the shop's responsibility to develop it. *Technician B* says it must be readily available to all shop personnel. Who is correct?
    a. A only
    b. B only
    c. Both A and B
    d. Neither A nor B

17. *Technician A* says OSHA regulates vehicle emission standards. *Technician B* says OSHA develops WHMIS standards. Who is correct?
    a. A only
    b. B only
    c. Both A and B
    d. Neither A nor B

18. *Technician A* says used engine oil may be burned in a commercial space heater. *Technician B* says oil filters should drain for 24 hours. Who is correct?
    a. A only
    b. B only
    c. Both A and B
    d. Neither A nor B

19. *Technician A* says vehicle refrigerants must be recovered and recycled by an EPA-certified technician. *Technician B* says splash goggles should be worn when servicing an air conditioning system. Who is correct?
    a. A only
    b. B only
    c. Both A and B
    d. Neither A nor B

20. Technician A says chemical cleaning must be followed with an additional cleaning method. Technician B says thermal cleaning is done with a steam cleaner. Who is correct?
    a. A only
    b. B only
    c. Both A and B
    d. Neither A nor B



100%

AUTOMOTIVE TECHNOLOGY

STUDENT NAME David

DATE 1-8-16

INSTRUCTIONS: This is an open book test. Take your time on this safety test because you must score 100% before working in the lab.

1. Safety is your responsibility.

2. List two safety rules that apply to the lift.
   1. obtain an instructor demonstration and get permission before using lift
   2. under vehicle on lift, raise slowly

3. List five types of accidents.
   1. fires
   2. explosions
   3. Asphyxiation
   4. chemical burns
   5. electric shock

4. What is by far the most dangerous and often underestimated flammable in the auto shop. gasoline

5. List two types of possible explosions in the auto shop.
   1. Car batteries
   2. fuel tanks

6. Define asphyxiation.
   is caused by breathing large of poisonous substances in the air

7. Give one example of how you can get a chemical burn in the auto shop.
   Battery acid

8. How is the best way to avoid electric shock when using electric power tools?
   Never use on wet floor

9. Explain what must be done to prevent physical injuries?
   Decide whether a particular operation is safe. Dress safe and take action

10. Asbestos, found in brakes and clutches, is harmful and can cause cancer

Auto Tech 100% S-1-1-

Standard 5D Safety Tests

1. Which of the following statements about safety glasses is true?
   a. They should offer side protection.
   b. The lenses should be made of a shatterproof material.
   c. Some service operations require additional eye protection to be worn with safety glasses.
   (d.) All of the above

2. Gasoline is _____.
   a. Highly volatile
   b. Highly flammable
   c. Dangerous, especially in vapor form
   (d.) All of the above

3. An undesirable substance that is a result of service, could best be described as a(n):
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   d. Chemical hazard

4. A high concentration of undesirable vapors, gasses, or solids in the form of dust can be classified as a(n):
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   b. Physical hazard
   c. Ergonomic hazard
   (d.) Chemical hazard

5. Which method for cleaning parts may leave a residue that must be removed by further cleaning?
   a. Chemical
   (b.) Abrasive
   c. Thermal
   d. All of the above

6. Federal right-to-know laws concern _____.
   a. Auto emission standards
   (b.) Hazards associated with chemicals used in the workplace
   c. Employee benefits
   d. Hiring practices

7. Which of the following is/are important when working in the automotive shop?
   a. Use the proper tool for the job
   b. Avoid loose-fitting clothes
   c. Wear steel-toe shoes
   (d.) All of the above

8. When a material reacts violently with water or other materials, it is said to have high _____.
   a. Corrosivity
   b. Volatility
   c. Ignitability
   d. Reactivity

9. Which of the following is not recommended to extinguish flammable liquid fires?
   a. Foam
   b. Carbon dioxide
   c. Water
   d. Dry chemical

10. If a substance dissolves metals and other materials, or burns the skin, it is said to possess _____.
   a. Toxicity
   b. Reactivity
   c. Ignitability
   d. Corrosivity

11. *Technician A* says it is recommended that you wear shoes with non-slip soles in the shop. *Technician B* says steel-toed shoes offer the best foot protection. Who is correct?
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   b. B only
   c. Both A and B
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    a. A only
    b. B only
    c. Both A and B
    d. Neither A nor B

Standard 5E and F Monthly Student Lead Safety Inspection

Monthly Safety Lab Inspection Checklist

SCHOOL: Central ATC Program: Automotive Month/Day/Year: 01/05/11

Program Safety Committee

Teacher signature: William Bennett
Student signature: John Carpenter
Student signature: Dan Cave
Student signature: Bill French

Recommendations should be made in all cases where a "U" is indicated, using the space below. Designate the items covered by the recommendations by indicating the number of the item.

Recommendations:
General 9. Fire extinguisher out-of-date
Equipment 2. Dangerous areas are not marked
First Aid 1. Can't find first-aid kit
Actions taken:
General 9. Replaced fire extinguisher and called board of education to replace the out-of-date one
Equipment 2. Marked dangerous areas
First Aid 1. Hung first-aid kit on wall where it is visible to all.

William Bennett — Teacher signature
12/07/11 — Date

Check the appropriate letter, using the following guide:
S - Satisfactory (needs no attention) U - Unsatisfactory (needs immediate attention) N/A - Not Applicable

GENERAL PHYSICAL CONDITION	S	U	N/A
1. Machines, benches, and other equipment are arranged so as to conform to good safety practices.			
2. Stairways are clear of clutter and spills			
3. Aisles are clear of obstructions and clearly marked.			
4. Floors are clean and free of wires, tools, etc.			
5. Walls, windows, and ceilings are well constructed and free of hazards.			
6. Illumination is safe, sufficient, and well placed.			
7. Ventilation is adequate.			
8. Temperature is within established guidelines.			
9. Fire extinguishers are of proper type, adequately supplied, properly located, and maintained.			
10. Instructors and students know location of and use of proper type extinguishers for various fires.			
11. The number and location of exits are adequate.			
12. Proper procedures have been formulated for emptying rooms of students and taking precautions in case of emergencies.			
13. Lockers are inspected regularly for cleanliness and fire hazards.			
14. Locker doors are kept closed.			

HOUSEKEEPING	S	U	N/A
1. General appearance as to orderliness.			
2. Adequate and proper storage for tools.			
3. Benches are kept orderly.			
4. Corners are clean and clear.			
5. Special tool racks kept in orderly condition and provided at benches and machines.			
6. Tool, supply, and/or material room are orderly.			
7. Sufficient scrap boxes are provided.			
8. Scrap stock is put in scrap boxes promptly.			
9. Materials are stored in an orderly fashion and in a safe condition.			
10. A spring lid metal container is provided for oily rags and waste.			
11. All waste materials and oily rags are placed in containers.			
12. Containers for oily rags and waste materials are frequently and regularly emptied.			
13. Dangerous materials are stored in metal cabinets.			
14. Shop/lab is sanitized to meet health code where appropriate.			
EQUIPMENT	S	U	N/A
1. Machines are arranged so workers are protected from hazards of other machines, passing students, etc.			
2. Dangerous areas are properly indicated.			
3. All equipment control switches are easily available to the operation.			
4. All machines are "locked out" when the instructor is out of the room.			
5. Brushes are used for cleaning equipment.			
6. Non-skid areas are provided around machines.			
7. Machines are in safe working order.			
8. Machines are properly guarded to comply with safety codes.			
9. Adequate supervision is maintained where students are using machines and dangerous tools.			
10. Tools are kept sharp, clean, and in safe working order.			
11. Cooking and eating utensils and equipment are properly disinfected.			
PERSONAL PROTECTION	S	U	N/A
1. Safety glasses/goggles/eye protection are provided and required for all work when eye hazards exist.			
2. If individual goggles are not provided, hoods and goggles are properly disinfected before use.			
3. Shields are provided for electrical welding.			
4. Aprons or shop coats are worn in the shop.			
5. Rings and other jewelry are removed by students when working in the shop.			
6. The proper kind of wearing apparel is worn for the job being done.			
7. Leggings, safety shoes, etc., are worn in special classes requiring such protection.			
8. A respirator is used when spraying in the finishing room.			

INSTRUCTION	S	U	N/A
1. Shop safety is taught as an integral part of each teaching unit.			
2. Safety rules are posted.			
3. Printed safety rules are given to each student.			
4. Students sign the safety agreement.			
5. The shop/classroom completes a monthly safety inspection.			
6. There is a shop/classroom safety committee.			
7. Safety contests are promoted.			
8. Videos are used in safety instruction.			
9. The shop/classroom has a safety suggestion box.			
10. Safety tests are administered.			
11. Safety posters are posted in the shop/classroom.			
12. Industry representatives give presentations on safety.			
13. Tours are taken of industrial plants as part of safety instruction.			
14. Industry representatives make safety inspections of the shop/classroom.			
ACCIDENT REPORTS	S	U	N/A
1. Adequate accident statistics are kept.			
2. Accidents are reported to the proper administrative authority.			
3. A copy of each accident report is filed with the Office of Career Technical Education, Principal, Central Office, or appropriate authority.			
4. Accident reports are analyzed for instructional purposes and to eliminate hazards.			
FIRST AID	S	U	N/A
1. An adequately stocked first aid cabinet is provided.			
2. The first aid is administered by a qualified individual.			
3. The school has two or more individuals qualified to administer first aid.			

Standard 5E and F Monthly Student Lead Safety Inspection

Monthly Safety Lab Inspection Checklist

SCHOOL: Central ATC Program: Automotive Month/Day/Year: 02/05/11

Program Safety Committee

Teacher signature: William Bennett
Student signature: Darrell Thompson
Student signature: Julia Stone
Student signature: Tim Johnson

Recommendations should be made in all cases where a "U" is indicated, using the space below. Designate the items covered by the recommendations by indicating the number of the item.

Recommendations:
General 14. Locker doors are open.
Housekeeping 12: Containers are overflowing.
Instruction 2: Posted safety rules are old, hard to read and need to be replaced.
Actions taken:
General 14. Students were given instructions to keep locker doors open.
Housekeeping 12: Containers have been emptied.
Instruction 2: New safety rules posters have been hung.

William Bennett — Teacher signature
02/07/11 — Date

Check the appropriate letter, using the following guide:
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GENERAL PHYSICAL CONDITION	S	U	N/A
1. Machines, benches, and other equipment are arranged so as to conform to good safety practices.	✓		
2. Stairways are clear of clutter and spills	✓		
3. Aisles are clear of obstructions and clearly marked.	✓		
4. Floors are clean and free of wires, tools, etc.	✓		
5. Walls, windows, and ceilings are well constructed and free of hazards.	✓		
6. Illumination is safe, sufficient, and well placed.	✓		
7. Ventilation is adequate.	✓		
8. Temperature is within established guidelines.	✓		
9. Fire extinguishers are of proper type, adequately supplied, properly located, and maintained.	✓		
10. Instructors and students know location of and use of proper type extinguishers for various fires.	✓		
11. The number and location of exits are adequate.	✓		
12. Proper procedures have been formulated for emptying rooms of students and taking precautions in case of emergencies.	✓		
13. Lockers are inspected regularly for cleanliness and fire hazards.	✓		
14. Locker doors are kept closed.		X	

HOUSEKEEPING	S	U	N/A
1. General appearance as to orderliness.	✓		
2. Adequate and proper storage for tools.	✓		
3. Benches are kept orderly.	✓		
4. Corners are clean and clear.	✓		
5. Special tool racks kept in orderly condition and provided at benches and machines.	✓		
6. Tool, supply, and/or material room are orderly.	✓		
7. Sufficient scrap boxes are provided.	✓		
8. Scrap stock is put in scrap boxes promptly.	✓		
9. Materials are stored in an orderly fashion and in a safe condition.	✓		
10. A spring lid metal container is provided for oily rags and waste.	✓		
11. All waste materials and oily rags are placed in containers.	✓		
12. Containers for oily rags and waste materials are frequently and regularly emptied.		X	
13. Dangerous materials are stored in metal cabinets.	✓		
14. Shop/lab is sanitized to meet health code where appropriate.	✓		
EQUIPMENT	**S**	**U**	**N/A**
1. Machines are arranged so workers are protected from hazards of other machines, passing students, etc.	✓		
2. Dangerous areas are properly indicated.	✓		
3. All equipment control switches are easily available to the operation.	✓		
4. All machines are "locked out" when the instructor is out of the room.	✓		
5. Brushes are used for cleaning equipment.	✓		
6. Non-skid areas are provided around machines.	✓		
7. Machines are in safe working order.	✓		
8. Machines are properly guarded to comply with safety codes.	✓		
9. Adequate supervision is maintained where students are using machines and dangerous tools.	✓		
10. Tools are kept sharp, clean, and in safe working order.	✓		
11. Cooking and eating utensils and equipment are properly disinfected.			X
PERSONAL PROTECTION	**S**	**U**	**N/A**
1. Safety glasses/goggles/eye protection are provided and required for all work when eye hazards exist.	✓		
2. If individual goggles are not provided, hoods and goggles are properly disinfected before use.	✓		
3. Shields are provided for electrical welding.	✓		
4. Aprons or shop coats are worn in the shop.			X
5. Rings and other jewelry are removed by students when working in the shop.	✓		
6. The proper kind of wearing apparel is worn for the job being done.	✓		
7. Leggings, safety shoes, etc., are worn in special classes requiring such protection.	✓		
8. A respirator is used when spraying in the finishing room.			X

INSTRUCTION	S	U	N/A
1. Shop safety is taught as an integral part of each teaching unit.	✓		
2. Safety rules are posted.		X	
3. Printed safety rules are given to each student.	✓		
4. Students sign the safety agreement.	✓		
5. The shop/classroom completes a monthly safety inspection.	✓		
6. There is a shop/classroom safety committee.	✓		
7. Safety contests are promoted.	✓		
8. Videos are used in safety instruction.	✓		
9. The shop/classroom has a safety suggestion box.	✓		
10. Safety tests are administered.	✓		
11. Safety posters are posted in the shop/classroom.	✓		
12. Industry representatives give presentations on safety.	✓		
13. Tours are taken of industrial plants as part of safety instruction.	✓		
14. Industry representatives make safety inspections of the shop/classroom.	✓		
ACCIDENT REPORTS	S	U	N/A
1. Adequate accident statistics are kept.	✓		
2. Accidents are reported to the proper administrative authority.	✓		
3. A copy of each accident report is filed with the Office of Career Technical Education, Principal, Central Office, or appropriate authority.	✓		
4. Accident reports are analyzed for instructional purposes and to eliminate hazards.			
FIRST AID	S	U	N/A
1. An adequately stocked first aid cabinet is provided.	✓		
2. The first aid is administered by a qualified individual.	✓		
3. The school has two or more individuals qualified to administer first aid.	✓		

Included in Standard 5E

Standard 5G – Program Specific Policies Signed by Parent and Student

Automotive Technology
Program Rules
201_ - 201_ School Year

Students and parents the rules below are the general rules for the program. Other rules may be needed for operating each piece of equipment. These rules are posted in the classroom and lab. By signing the student agrees to abide by the rules and parents have read, understood and spoken to your child about the importance of safety.

1. **Safety glasses are required in the lab at all times.**
2. **Permission from the teacher is required to operate a piece of equipment.**
3. **Student must be trained and signed off before operating a piece of equipment.**
4. **No horse play.**
5. **Respect the property of the school and others.**
6. **No loose hair, jewelry or clothing allowed in the lab.**
7. **No flip flops/sandals in the lab.**
8. **Do not distract others while they are working.**

By signing you indicate you have read and students agree to abide by rules.

Student _____ **Date** 8/8/201_

Parent _____ **Date** 8/9/201_

Automotive Technology
Program Rules
201_ - 201_ School Year

Students and parents the rules below are the general rules for the program. Other rules may be needed for operating each piece of equipment. These rules are posted in the classroom and lab. By signing the student agrees to abide by the rules and parents have read, understood and spoken to your child about the importance of safety.

1. **Safety glasses are required in the lab at all times.**
2. **Permission from the teacher is required to operate a piece of equipment.**
3. **Student must be trained and signed off before operating a piece of equipment.**
4. **No horse play.**
5. **Respect the property of the school and others.**
6. **No loose hair, jewelry or clothing allowed in the lab.**
7. **No flip flops/sandals in the lab.**
8. **Do not distract others while they are working.**

By signing you indicate you have read and students agree to abide by rules.

Student _____ **Date** 8/7/201_

Parent _____ **Date** 8/8/201_